

DDA 77-5710

26 October 1977

MEMORANDUM FOR: Assistant to the Director (Public Affairs)  
FROM: Michael J. Malanick  
Acting Deputy Director for Administration  
SUBJECT: Recommendations for Future of CIA Tours  
REFERENCE: Memo for DCI from Asst/DCI/PA, dated  
17 October 1977, Same Subject

Herb:

As I read the attached memo, which the DCI has approved,  
we need to:

a. Send out some sort of notification about  
how tours will be handled in the future. An item  
in "Notes from the Director" should suffice and,  
George Cary could use this to notify the appropri-  
ate Congressional offices of what our policy is.  
I have asked [ ] to prepare such a note.

b. Obtain a decision as to which exhibits will  
be set up on a permanent basis in this building.  
I will ask Logistics to include this as an agenda  
item for the Fine Arts Commission, citing the DCI's  
approval of your proposal.

c. Produce a film. The Office of Training will  
be tasked with this responsibility, and they will  
work closely with you.

[ ]  
Michael J. Malanick

Attachment

cc: AI/DDA  
D/OL  
D/OTR

STATINTL

77-9321/5  
DD/A Registry

77-5667

17 October 1977

MEMORANDUM FOR: Director of Central Intelligence

THROUGH: Acting Deputy Director of  
Central Intelligence

FROM: Herbert E. Hetu  
Assistant to the Director  
(Public Affairs)

SUBJECT: Recommendations for Future of  
CIA Tours

1. On Friday, 14 October, Agency staff members who have been working on the CIA tours since the idea first surfaced met again to discuss results of our family and N.O.W. tours and to formulate a recommendation for the future of the program. As you know, we have had eight family tours accommodating over 3,500 people, and one for about 200 N.O.W.'s. Attached for your information are summaries of the questionnaires received from these two groups.

2. The unanimous recommendations of our working group, in which I fully concur and urge your approval, are:

a. That there be no formal tours per se on a regular advertized basis.

b. That we do permit controlled visits on a case by case basis, similar to the N.O.W. tour, Sigma Delta Chi and Young Presidents Organization visits.

c. That the most popular exhibits be set up on a permanent basis to enhance such group visits. These would be in non-disruptive locations on the visit route (i.e., cartography and NPIC exhibits to be flat--wall mounted in the tunnel, etc.).

“  
“  
FAC?  
Who decides?

d. That such visits be scheduled only in evening hours or on weekends to minimize disruption and security problems.

e. That we work with established organizations/institutions to provide such visits in an orderly, long-leadtime basis. Lists of visitors to be supplied by the sponsoring organizations, i.e., there would be no wholesale distribution of tickets.

f. That tours, per se, or visits not be widely publicized, i.e., the visits would be a liberalized and expanded version of what we do now, enhanced by the permanently placed displays and an improved version of the multi-media show on intelligence history in the bubble.

g. That a 28 minute motion picture be professionally produced as an interesting and entertaining explanation of intelligence and the Intelligence Community for showing to groups visiting the Agency and for use outside the Agency in response to requests.

3. Future visits and production of the motion picture would be coordinated by my office in close cooperation with DDA.

**SIGNED**

Herbert E. Hetu

Attachment

APPROVED: /s/ Stensfield Turner

19 OCT 1977

Director of Central Intelligence

Date

DISAPPROVED:

Director of Central Intelligence

Date

cc A/DDCI

A/DDA

D/Security

D/Logistics

OLC

A/DCI/PAO/HEH/kgf/17 October 1977

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Approved For Release 2002/05/07 : CIA-RDP80-00473A000600080015-6

Next 3 Page(s) In Document Exempt

Approved For Release 2002/05/07 : CIA-RDP80-00473A000600080015-6